

APPLICATION PACKET FOR A

MODIFICATION OF CONDITIONS OF APPROVAL

REQUIRED SUBMITTALS:

1. **Uniform Application** (One copy.)

Note: In the case of multiple applications, only one Uniform Application form need be submitted, so long as each application is included in the description of the proposal.

- 2. Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance (One paper copy plus one electronic copy, preferably in Microsoft Word format.)
- 3. Latest recorded deed(s) for the subject property, or the recorded sales contract (One copy.)
- 4. Notification area map and mailing labels:
 - a. A map with the notification area, depicting a line 250 feet, equidistant from all boundaries of the subject property (one copy.)
 - b. Self adhesive labels for each property within the notification area, showing the owner's name, the tax lot number of the ownership and the owner's mailing address (two copies.)
 - c. An affidavit by the preparer of the notification list, that the address labels reflect the ownership and address data as contained in the current property tax rolls (one copy.)

Note: In the case of multiple applications, only one set of the notification area map and mailing labels need be submitted.

5. **Filing Fee:** \$100 plus half of the original application fee.

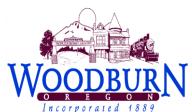
Prior to deeming an application complete, the Director may request additional information.

Modifications of Conditions are either Type II or Type III decisions, depending on the Type of associated applications (Partitions, Subdivisions, Design Reviews, etc.)

Type II decisions are made by the Director of Economic & Development Services. State law requires that notice of the decision be mailed to surrounding property owners, who may appeal the decision to the City Council. The Council may also choose to review the decision on its own motion. State law

gives the City 30 days to determine if the application is complete, and another 120 days to finish the decision process (including appeals.) A typical Type II application – one that is complete upon submittal and is not appealed – is usually finished in 4 to 6 weeks.

Type III decisions are made by the Planning Commission after a public hearing. State law requires that notice of the public hearing be mailed to surrounding property owners and posted on the property. Notice of the decision is mailed to surrounding property owners, who may appeal the decision to the City Council. The Council may also choose to review the decision on its own motion. State law gives the City 30 days to determine if the application is complete, and another 120 days to finish the decision process (including appeals.) A typical Type III application – one that is complete upon submittal and is not appealed – is usually finished in 6 to 10 weeks.



Date (Fecha)_

CITY OF **WOODBURN**

File No:	
Related Files:	

Department of Economic & Development Services 270 Montgomery Street • Woodburn, Oregon 97071 Phone: 503-982-5246 • Website: www.woodburn-or.us

UNIFORM APPLICATION

Project location (Ubicación del Proyecto):			
Tax Lot No. (Designación del Evaluador del	Condado):		
Property owner (Propietario):	Applicant (Solicitante	Applicant (Solicitante):	
Mailing Address (Dirección Postal):	Mailing Address (Dir	rección Postal):	
Telephone (Teléfono):	Telephone (Teléfono)) <i>:</i>	
E-mail (Dirección Cibernética):	E-mail (Dirección Cibe	E-mail (Dirección Cibernética):	
Requested Review (Solicitud a re	evisar)	□ VARIANCE	
·		☐ VARIANCE ☐ ZONING ADJUSTMENT	
ACCESS PERMIT TO CITY ARTERIAL	EXTENSION OF A DEVELOP. DECISION	<u> </u>	
☐ ACCESS PERMIT TO CITY ARTERIAL ☐ ANNEXATION	☐ EXTENSION OF A DEVELOP. DECISION ☐ MODIFICATION OF CONDITIONS	ZONING ADJUSTMENT	
☐ ACCESS PERMIT TO CITY ARTERIAL ☐ ANNEXATION ☐ CONDITIONAL USE	☐ EXTENSION OF A DEVELOP. DECISION ☐ MODIFICATION OF CONDITIONS ☐ PARTITION PRELIMINARY APPROVAL	☐ ZONING ADJUSTMENT ☐ ZONE CHANGE	
□ ACCESS PERMIT TO CITY ARTERIAL □ ANNEXATION □ CONDITIONAL USE □ DESIGN REVIEW	☐ EXTENSION OF A DEVELOP. DECISION ☐ MODIFICATION OF CONDITIONS ☐ PARTITION PRELIMINARY APPROVAL ☐ PHASING PLAN	☐ ZONING ADJUSTMENT ☐ ZONE CHANGE	
□ ACCESS PERMIT TO CITY ARTERIAL □ ANNEXATION □ CONDITIONAL USE □ DESIGN REVIEW □ EXCEPTION TO STREET IMPROV. REQ. Certification (Certificación) I hereby declare that as applicant or pro	☐ EXTENSION OF A DEVELOP. DECISION ☐ MODIFICATION OF CONDITIONS ☐ PARTITION PRELIMINARY APPROVAL ☐ PHASING PLAN	ZONING ADJUSTMENT ZONE CHANGE OTHER: Deplication and know the contents of the to la solicitud anterior y sé que lo contenido es	

Date (Fecha)_